

## **Burton Regatta Event Safety Plan 2018**

This Event Safety Plan follows the guidance within 'RowSafe 2018'.

### **1A – Document Control**

Event Date: Saturday 14<sup>th</sup> July & Sunday 15<sup>th</sup> July 2018

Author: John Oram (Race Committee Co-Chair)

Plan Version: Version 1.4 - 11<sup>th</sup> June 2018

### **1B – Defining the Event**

Event Organiser: Burton Regatta Association

Contact Details: [www.burtonregatta.co.uk](http://www.burtonregatta.co.uk)

Event Venue: The River Trent, Trent Washlands, Burton-on-Trent

Start: Saturday - 1100 metres, start at the Leicester Line Bridge

Sunday - 700 metres, start 400m downstream of Leicester Line Bridge

Finish: 100 metres upstream of the Ferry Bridge

Distance between: 1100 metres Saturday and 700 metres Sunday

River Authority: Environment Agency

### **1C – Scoping the Contests**

Two day rowing event

Approx 120 events over the two days

Between 200 & 300 racing boats ranging from singles to eights

Age range 12 to 70

Estimated 750 - 1000 competitors

Competence: The race is open to juniors, seniors & Masters from Novice to Elite. The course is wide with two bends and no bridges.

Expected racing craft: Fine racing boats.

Race format: Two abreast heats, semi-final, finals.

Competition Rules: Standard British Rowing rules of racing supplemented by local event rules.

## 2. Event Organisation

### 2.1 Event Organising Committee

Role	Name	Contact Number	Email
Chairman	Kenny Holmes	07729452031	<a href="mailto:captain@trentrc.org">captain@trentrc.org</a>
Secretary	Mike McQuoney	07808097014	<a href="mailto:mike.mcquoney@molsoncoors.com">mike.mcquoney@molsoncoors.com</a>
Race Committee Co-Chairs	John Oram Barbara Delaney	07985001755 07484614288	<a href="mailto:jsoram@talktalk.net">jsoram@talktalk.net</a> <a href="mailto:barbaradelaneyhilton@hotmail.com">barbaradelaneyhilton@hotmail.com</a>
Event Safety Advisor	Pete Gipson	07957716589	<a href="mailto:nospigs@aol.com">nospigs@aol.com</a>
Event Welfare	Mike Gipson	07882068504	<a href="mailto:Gipsonmike9@aol.com">Gipsonmike9@aol.com</a>

### **Race Committee**

Role	Name	Contact Number	Email
Race Co-Chair	John Oram	07985 001755	<a href="mailto:jsoram@talktalk.net">jsoram@talktalk.net</a>
Race Co-Chair	Barbara Delaney	07484 614288	<a href="mailto:barbaradelaneyhilton@hotmail.com">barbaradelaneyhilton@hotmail.com</a>
Coordinating Umpire	Tim Walton		
Umpire	Michael Wilcox		
Umpire	Jeff Hallam		

### 2.2 Communication

#### Prior to the event

Organisation	Classification	Contacted	Reply
<b>EMERGENCY SERVICES</b>			
Police	Emergency services	Yes	Yes
Fire & Rescue	Emergency services	Yes	Yes
<b>HIGHWAYS /LAND OWNERS COMMUNITY</b>		Yes	Yes
East Staffordshire Borough Council	Site Authority	Yes	Yes
Christadelphians	Land owner	Yes	Yes
<b>OTHER RIVER USERS</b>			
Canoe club	River user	Yes	Yes
Speed boat club	River user	Yes	Yes
Sea Cadets	River user	Yes	Yes
Angling Clubs	River user	Yes	Yes
<b>THIRD PARTY SERVICES</b>			
A.B.C. First Aid Services	01283 845008	Colin Dawson	07931452386

NB - A reminder will be sent in June.

## COMMUNICATIONS WITH PARTICIPANTS

The following will be available on the Burton Amateur Regatta Association Website.

[www.burtonregatta.co.uk](http://www.burtonregatta.co.uk)

Map of Burton on Trent & directions to Regatta site

Course map with Circulation pattern

Competitor's instructions

Safety Plan

Welfare Plan

Draw

## CANCELLATION OR CURTAILMENT OF THE EVENT

The river and weather conditions will be monitored and assessed prior to, and on the day of the event. The Race Committee and Event Safety Advisor will decide upon the appropriate action to be taken if conditions are deemed to be such that the event has to be cancelled or curtailed.

Decisions made before the day of the race will be communicated to participants on the website and via the contact details submitted via BROE.

Decisions made on the day will be communicated to participants at Regatta Control via PA and radio announcements for those not on the water or via Safety Launches and Bank Officials for those already afloat.

## SAFETY BRIEFINGS

Safety briefings for Marshals, Safety boat personnel, and helpers at the start and finish will be held prior to the event at the Club Boathouses. The briefing will cover:

1. Roles of individuals
2. Timings for the day
3. Communication arrangements /mobile phones
4. Emergency plan
5. Hazards of the course
6. Printed instructions and telephone numbers - issued where appropriate
7. Equipment required for each role

## Backup plan

All Umpires, Marshals, Safety Boat Personnel, and key Volunteers will receive copies of all the relevant instructions and safety documentation by e-mail in the week prior to the event.

### At the start of the event

Umpires will be briefed on the day, prior to the start of boating – the time depending on the number of entries and consequent planned time to start embarkation. Paper copies of safety documentation, including circulation pattern will be attached to each Official's clipboard.

### During the Event

Communication will be via two way radio with a back-up system of people mobile numbers being distributed. Information on radio procedure will be circulated to all those using radios, and a PA system will be available for communication off the water and used in the event of a coaches' meeting. Megaphones will be used by umpires and marshals to communicate with crews on the water.

### Post Event

Any feedback post event should be sent in the first instance to :- [richard@trentrc.org](mailto:richard@trentrc.org).

A wash-up meeting will be held post event at the first opportunity once all of the post event jobs are completed. The meeting will cover all aspects of organisation with safety a key item on the agenda.

## **2.3 Documentation**

The following documentation is attached as Appendices

- 1) Welfare Plan
- 2) Emergency Response Plan
- 3) Abandonment Plan
- 4) Plan B

The Risk Assessment and Course maps showing Circulation pattern, Marshalling instructions, Official, Safety launch and Emergency Access locations are available as separate documents.

## **2.4 Safety Monitors and Marshals**

See Course Map for location of Marshals, Umpires and Safety Launches.

### In the embarkation area

Marshals are there to assist with embarkation.

Control Commission Umpires may inspect the boats.

### Along the course

Bank Umpires are located on the Burton Side at 200-300m intervals and can monitor the entire course of each race from start to finish. All Umpires are in radio contact with the Coordinating Umpire and have mobile phones, throw lines and thermal blankets.

## Start Marshalling Area

Start Marshals are located in this area and are equipped with radios, rescue equipment and megaphones.

## At the finish

Umpires will be there to oversee circulation in the finish area and Marshals will oversee disembarkation.

## Car Parking

Car park marshals will direct public, competitors, officials and boat trailers to designated parking areas.

## **2.5 Safety Boats**

Two Safety Launches are located in strategic positions on the course each day (see Course Map) and a third fully equipped back up launch is maintained at the finish.

## **3 Accident & Emergency Procedures**

### First Aid

A.B.C. First Aid, who have a defibrillator as part of their medical equipment, will be providing cover on site in the finish area. They are advised of the numbers expected and the nature of the event.

### Emergency Services

The nearest A&E Unit is at Burton Queen's Hospital, Burton-on-Trent, DE13 0RB, about 2.5 miles (5-10mins. away) from Regatta site. Phone: 01283 566333

Any emergency services will be called either to the Regatta enclosure via the emergency access road or to the nearest access point to the incident.

### Access Points

Position	Postcode	OS Reference
1. Waterside Road(near start)	DE15 9JL	SK 2457021076
2. Waterside Road(near mid-course)	DE15 9LP	SK 2497521443
3. The Dingle (near Finish)	DE15 9HF	SK 2538021904
4. Regatta Control(Trent Washlands) and A.B.C. First Aid Services	DE14 3AH	SK 2522821949

## Appendix 1

### Burton Regatta Welfare Plan 2018

To all competing clubs and regatta officials:

*In accordance with the British Rowing Safeguarding and Protecting Children Guidance Guidelines for Rowing Competitions.*

#### Policy Statement

The organizing committee of the Burton Amateur Regatta believes that the welfare and wellbeing of all children and vulnerable adults whether as competitors, helpers or spectators is paramount. All people, regardless of age, sex, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and in an appropriate manner. Any such concerns should be reported to a Regatta volunteer or official without delay.

#### Reporting Structure

A Welfare Officer (**Mike Gipson**) has been appointed for the event. He will act as the point of contact for any concerns or allegations, and during the regatta can be contacted on the mobile number **07882068504** or via Race Control located at the Finish Control Tent. He can also be contacted by asking any official with a radio to pass a message to him.

The Chairman of the Event Committee has overall responsibility for decisions and disciplinary procedures, and will take advice from the Welfare Officer. The first point of contact during the event will be the Welfare Officer. He will take overall responsibility for investigations into any reported incident, taking any required action and referral to other concerned parties e.g. the coordinating umpire, the police or the British Rowing Child Protection Officer (CPO). The Event Chairman and the Welfare Officer will then decide whether or not it is appropriate to report the matter to the British Rowing CPO or NSPCC. A.B.C. First Aid services are on site during the hours of racing. Outside of this time contact numbers for the local hospital are posted on site.

#### Security

Professional SIA registered security staff will be on duty during the event and the Regatta Association will have a number of Stewards deployed to patrol the site on a regular basis. The event organizers brief all security staff and volunteers on the Welfare Plan, and ask them to report any inappropriate behaviour to Race Control. The event attracts junior competitors, who would usually be under the care of a parent or coach. It remains the attending Clubs' responsibility to ensure that their junior competitors and crews are fully supervised and are competent to deal with the course and the prevailing conditions. We expect clubs and schools to have their own up-to-date child protection and welfare policies, compliant with British Rowing Safeguarding & Protecting Children Policy, and that these policies are followed. A name and mobile telephone number is requested by the Event Organiser for each club entering junior crews. The list of

contacts is held at Race Control so that the responsible adult can be contacted easily in case of incident. No personal contact details for children are held.

### **Missing or Lost Children**

If a child is believed to be missing this should be reported to Regatta Control. The Regatta Welfare Officer will advise both the chairman of the race committee and the chairman of the organising committee of the situation. The coach / person responsible for the missing child will be made aware of the situation. The Regatta Welfare Officer will send out an announcement via the radios and the PA system, organise a search for the missing child and, if necessary, contact the police. If contact has not been made with the individual within 20 minutes of concerns being reported to the Regatta Welfare Officer the local police will be contacted. Any young person who has lost their coach /responsible person or parent should be taken to or report to Regatta Control.

### **Photography**

As the event takes place in open public areas, control of photography is not feasible. However, any photographer who has been vetted and authorised by the Regatta to take photographs will carry and display identification and must have the permission from parents/guardians before publishing any photographs of children. All helpers are briefed to respond to any inappropriate photography and report such to the Event Organiser or Welfare officer.

### **Key Contacts for Burton Regatta 2018**

Regatta Chairman	Kenny Holmes	07729 452031
Welfare Officer:	Mike Gipson	07882 068504
Safety Advisor:	Pete Gipson	07957 716589
Race Committee Co-Chair:	John Oram	07985 001755
Race Committee Co-Chair	Barbara Delaney	07484 614288
Race Secretary:	Richard Gipson	07828 144835
Race control: Burton Regatta Control, Regatta Meadows off Watson St., Burton-on-Trent		

## Appendix 2

### Burton Regatta Emergency Response Plan 2018

#### On the Water

In the event of an emergency, dependant on the severity of the situation, the following procedure should be followed:-

- a. In the event of a serious incident involving an immediate danger to life the following radio call must be made by the nearest official::

**“Mayday Mayday Mayday All Stations, this is [the Start] My position is [at the 1000m start]. We have [a suspected heart attack in the XX crew and the crew member is in serious difficulty]. We require immediate assistance from the emergency services. [One of the crew is giving external heart massage.] All Stations, this is [the start] Over.”**

Thereafter, all stations apart from ESA, Regatta Control, First Aid and the official on the scene must maintain radio silence until the emergency is resolved. Racing will be suspended and will not resume until confirmation is received from Race Committee Chairman via Regatta Control.

- b. Where there is no immediate danger to life, though there is a requirement for immediate emergency boat attendance, the following call will be made

**“pan-pan, pan-pan, pan-pan” this is [the start] We have had a collision between two boats and both are holed. There are no injuries but both crews require assistance to get to a place of safety. All stations, this is [the starter at the start at 1000m] Over**

The Event Safety Advisor (ESA) or deputy will be responsible for contacting first aid services or the emergency services as appropriate.

In the event of a capsize of a crew during a race, proceeding to the start, or in the marshalling area at the start, the nearest umpire will act as the emergency coordinator until the safety officer arrives and will

- Advise the safety advisor and all other race officials that it is necessary to suspend the start of any further races (using PAN-PAN, PAN-PAN to alert all officials)
- Instruct the crew to hold onto the boat and summon the nearest safety launch to assist in the recovery of the crew and boat.
- Deploy the throw line if considered appropriate.
- The umpire or safety advisor will advise all officials when racing can restart

In the event of equipment failure or other incident that prevents a crew from racing or completing a race, but which does not require safety launch recovery, the start umpire or nearest umpire will inform all other race officials that the crew is returning along the course but is not racing while it does so.



In the event of equipment failure or other incident that renders the boat unrowable (e.g. a crew becoming stuck in the bank) then the procedure above for capsized should be followed.

### **Lightning**

In the event of a Lightning Storm, the British Rowing 30/30 rule shall be used. All crews on the water shall be instructed to return to the boating areas as quickly as is safe to do so and safety launches will follow the last boats having ensured all boats are off the water. Race officials will move to a point of safety. Once off the water all should move either under cover (not under metal structures) or into vehicles until the danger of lightning has passed.

The Safety Advisor, Race Committee Chair and Welfare Officer/Chair of Event Organising Committee will decide if and when racing should resume.

The PA will be used to communicate these arrangements with competitors and spectators. Event officials will be informed via the radio

### **Land Based Incidents**

These will be controlled initially by those finding the incident until the safety advisor and/or First Aid services take over responsibility or decide to summon the emergency services.

### **Access Points**

The river bank is accessible on the Stapenhill side along the length of Waterside Road at locations close to Saturday start, mid-course and Sunday start. Access is also available in the finish area on the Stapenhill side via the Dingle and staging on the Christadelphian's property. The Regatta enclosure, Regatta Control and on site First Aid services are all accessible via the maintained emergency access across the washlands.

Position	Postcode	OS Reference
1. Waterside Road(near start)	DE15 9JL	SK 2457021076
2. Waterside Road(near mid-course)	DE15 9LP	SK 2497521443
3. The Dingle (near Finish)	DE15 9HF	SK 2538021904
4. Regatta Control(Trent Washlands) and A.B.C. First Aid Services	DE14 3AH	SK 2522821949

### **Reporting of Incidents**

Any incidents including potential and actual injury or damage to individual or equipment, must be reported to the WSA and the event organiser. These will be entered into an incident book and logged onto the British Rowing reporting system.

## **Abandonment**

The decision to abandon or curtail the event in cases of emergency or extreme weather or other conditions will be made by the following officials:

Event Safety Advisor

Race Committee Chairman

Welfare Officer/ Event Organising Committee Chair

## **Appendix 3**

### **Burton Regatta Abandonment Plan 2018**

The event takes place on the River Trent. The conditions that would cause the abandonment of the event or racing would be high water levels, very low water, excess weed growth on the course, debris or severe winds. Of these only high water levels and/or saturated ground on the washlands are likely to cause abandonment in July.

In the week prior to the event the Water Safety Advisor(WSA) and Race Committee Chairman will monitor the river, Regatta site and weather conditions utilising local weather authority forecasts and the Environment Agency website, which provides regular data on water levels and rates of rise at Drakelow Hall upstream of the Regatta course. On the Thursday (or earlier if conditions dictate) prior to the event, based on an assessment of likely forecast conditions and following consultation with the Event Organising Committee, a decision will be made to run or cancel the event.

In the event of cancellation all participants will be informed on the website and via the contact details submitted via BROE on the Thursday.

At the start of each day of racing an assessment will be made by the Race Committee based on the fixed and variable aspects of the event i.e. age, experience / category, 1x, 2x, coxless, front loader, weather, the course, water conditions, other external factors as to what categories are deemed able to race and whether any amendments are to be made to the course. Any restrictions or amendments will be advised to all Club coaches by the WSA at a meeting to be announced over the PA system.

An ongoing assessment will be made during each day by the Race Committee and any restrictions or amendments will be advised to all Club coaches by the WSA at a meeting to be announced over the PA system. All marshals, safety launches and umpires will be informed by radio.

The decision to abandon or curtail the event in cases of emergency or extreme weather or other conditions will be made by the following officials: Water Safety Advisor, Race Committee Chairman, and Welfare Officer/ Event Organising Committee Chairman.

## **Appendix 4**

### **Burton Regatta Plan B 2018**

The following arrangements are in place to cover unforeseen failure of safety cover:-

Loss of radio communications will be covered by mobile phones

Absence of Race Marshal, Safety Launch personnel or Umpire support:-

Any absent Umpires will be covered by officials on standby to take over relevant duties

Absent marshals or safety launch personnel will be covered by extended shifts or shorter breaks.

Attendance of Umpires, marshals and launch personnel will be monitored to ensure continuity of cover.

A.B.C. First Aid Services will be present with sufficient qualified staff to ensure at least 2 are always available

The Safety Advisor will be replaced by a designated deputy.